

Application for approval to discharge controlled wastewater (trade waste)

The applicant (the occupier of the premises)

Full name of occupier:			
Physical address of premises:			
Postal address (if different from above):			Post code:
Phone no:			

Contact details for the person managing this application

Name:			
Email:			
Phone no:		Mobile no:	

Contact person for compliance and trade waste related matters (ongoing)

Name:			
Position:			
Email:		Mobile no:	

This application is for:

- New discharge
 Renewal or change to existing approval

The business activity

Description of the main activity (for example: winery, food processing etc.)	
Does the business operate all year:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please state the time period the business operates:	
From:	To:

Other documentation required with this application

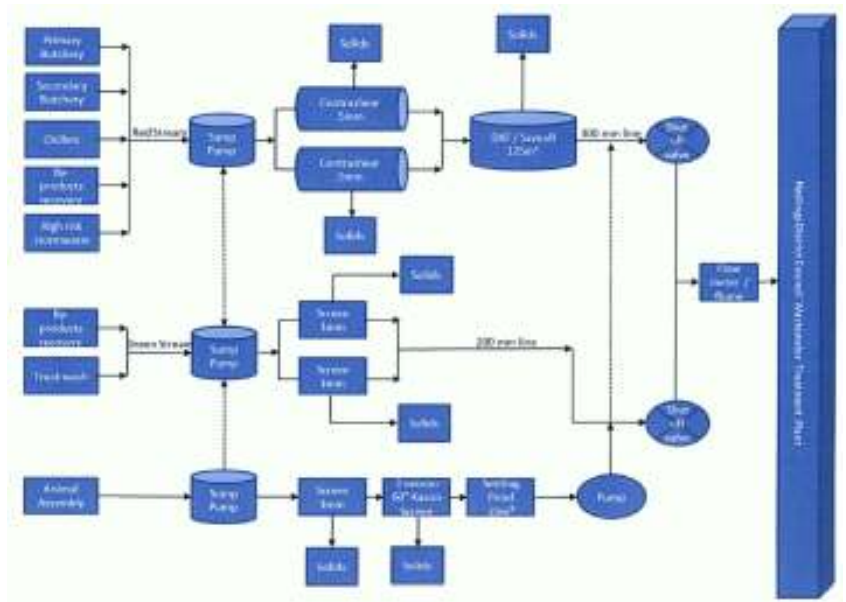
Discharge management plan must be included with the application and must follow the format and include the points, which are relevant to the applicants discharge, shown in the document attached to this application form.

A current site plan is required with all applications.

Architectural or CAD drawings are preferred where available otherwise a clearly drawn plan is acceptable. The site plan must show the following;

The Process area(s)	Pre-treatment area/plant
Trade Waste drains	Location of pH meter (if applicable)
Domestic sewer system	Location of Flow meter (if applicable)
Stormwater System	Trade Waste sampling point
Chemical storage area(s)	Final discharge isolation valves
Visitor car parking	

Flow chart type diagram of the Trade Waste flow path through the processes, pre-treatment and discharge. Does not need to be to scale (see example here).



The characteristics of the final discharge

The following is a list of the characteristics and the maximum level applied for: (Fill out those applicable to your discharge. Add any other characteristics that your discharge may contain in any significant quantity but are not listed here. The Characteristics shown in **bold** must be included by **all Applicants**)

Characteristic	Level	Characteristic	Level
PH		Boron	mg/l
Suspended solids	mg/l	Copper	mg/l
CBOD5	mg/l	Zinc	mg/l
Settleable solids	ml/l	Mercury	mg/l
Volume/day (24 hours)	M3	Cadmium	mg/l
Flow rate	L/second	Lead	mg/l
Temperature	°C	Nickel	mg/l
Total Oil and Grease	mg/l	Chromium (III)	mg/l
Petroleum Hydrocarbons	mg/l		
Kjeldahl Nitrogen (TKN)	mg/l		
Ammonia (N)	mg/l		
Sulphide	mg/l		

If the discharge is 10 L/second or more, a mass load per day for the following characteristics must be included in the application

Characteristic	Kg/Day (24 hours)
Suspended solids	
CBOD ₅	
Chromium (III) *1) (Acid soluble)	

*1) If applicable to the discharge.

Applicant's signature

Name: Position:

- I am authorised to make this application.
- All the information contained in this application is true and correct.

Signature: Date:

This is the required format for a discharge management plan

Discharge management plan for:			
Approved by:		Position:	
Signature:		Date:	
This Plan is due for review on:			

(Leave out anything that does not apply to your particular operation)

PART ONE - Type of industry

Briefly describe the main activity of your business, the processes and the waste produced from the processes.

PART TWO – Pre-treatment and Pre-treatment system(s)

Describe the Pre-treatment that is carried out on the effluent prior to discharge to make it acceptable for discharge and ensures compliance with Approved limits and describe the Pre-treatment system(s) used to carry out the Pre-treatment, including;

- What characteristics are being reduced, removed or modified by the pre-treatment process.
- What are the levels of those characteristics prior to treatment and after treatment.
- The equipment/system(s) used.
- The capacity of the equipment/system(s).
- Chemical inputs in the pre-treatment process.
- The residuals (sludge, solids etc.) generated from the pre-treatment and how are the residuals disposed of and by whom (self or contractor (who?) to landfill, composting, re-use etc.).
- The training the pre-treatment system(s) operators get in the operation of the system(s) and the Standard Operating Procedures used for managing the pre-treatment system(s).
- How pre-treatment system(s) failures are managed to prevent non-compliant discharge.
- In case of a pre-treatment system(s) failure, how can/is the discharge stopped from entering the Council wastewater network (valves, procedures etc.).
- The procedure for notifying Council if any untreated or insufficiently treated effluent has been discharged.

PART THREE - Characteristics of the trade waste discharge

Describe the characteristics of the final discharge, including;

- List all of the main characteristics present, in any significant quantity (relative to Schedule B of Chapter 7 of the HDC Consolidated Bylaw), in the final discharge.
- What are the typical measurements and maximum measurements for each characteristic.
- What is the typical flow rate and the maximum flow rate.
- What is the typical daily discharge volume and the maximum daily discharge volume (m³).
- What is the typical and maximum daily load for Suspended Solids and CBOD5.

PART FOUR - Stormwater in trade waste

Identify any areas on the site where stormwater is diverted to the Trade Waste discharge (if any).

PART FIVE - Hazardous substances

Identify any hazardous substances stored on site in sufficient quantity to cause a potential for non-compliant Trade Waste discharge if a spill were to occur. Describe how they are stored and what precautionary measures are used to minimise the potential for a spill that could affect the Trade Waste discharge.

Describe what procedures are in place to stop the Trade Waste discharge should such a spill occur.

PART SIX - Cleaner production

Briefly describe any Cleaner Production initiatives that are being undertaken or may be undertaken in the future (reduce energy inputs, recycle water, more environmentally friendly chemicals in the processes etc.).

PART SEVEN - Flow measuring/control

With flow meter:

Describe how the final discharge is metered and recorded, the calibration/verification method, frequency and procedures, including;

- The type of flow meter(s).
- The make of the flow meter(s).
- Description of the flow meter set-up.

Without a flow meter:

Describe how the final discharge is controlled/restricted to ensure it does not exceed approved limit, including;

- The method of control (calibrated orifice plate, valve restriction, pump control etc.).
- How the flow rate has been verified and by whom.
- How the flow restriction/control is secured to prevent unauthorised change.

PART EIGHT - Self monitoring and reporting

Describe how self-monitoring and reporting will be done, including;

- The location where the samples are taken from.
- Frequency of sampling (the Approval stipulates a minimum for compliance purposes, is there any more sampling done?).
- Method of sampling (Grab sample or flow proportional).
- The laboratory used for the sample analysis.
- Procedure for reporting the sampling results to Council.
- Response to any results that are non-compliant.

PART NINE - Monitoring by council

Describe how Council can safely access the Sampling Point for monitoring and sampling including the position for the Trade Waste Monitoring Trailer (2m x 1.5m) at the Sampling Point.

PART TEN – a contact person for any issues related to trade waste and the approval

Describe the procedure that is in place to ensure Council always has up to date details for a contact person to deal with any issues related to trade waste and the Approval in case of personnel changes.

PART ELEVEN - Discharge management plan review

This Plan forms a part of the Discharge Approval and you are required to adhere to it at all times. If it is out of date the last version received by Council will be used to determine compliance. Therefore, it is important Council is informed of any changes to the Discharge Management Plan.

Describe how the Plan is maintained (when change to processes or pre-treatment take place) and reviewed and how, and when, the Council will be informed of any changes to the Plan.